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Thanks

Special thanks are due to the education and command personnel from the Army, Navy, and Air Force who reviewed this publication. Their valuable suggestions led to great improvement of the workbook. We welcome further criticisms and suggestions for the workbook, should reprinting be desired. Comments, suggestions, and criticisms should be sent to:

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Know Yourself

Use this workbook if you:

- are a high school graduate or have a GED equivalency and
- want to pursue college study.

If the above describes you, do the exercises on the following pages of this workbook. The exercises will help to understand what you must do, and assure that you have taken the necessary steps for your college degree.

Do not use this workbook if you:

- are not a high school graduate, or
- do not want to pursue college study.

If you have not completed high school, your education counselor can arrange for you to take the General Education Development (GED) test to receive a state high school diploma or equivalency.

If you are not interested in college study, you should talk to your education counselor. There are other educational opportunities that may be of interest to you.

**We know what
we are, but
know not what we
may be.**

Shakespeare, in *Hamlet*.



For your convenience, a glossary of the more unusual words in this workbook is on page 31.

Opportunity

Reasons for getting a college degree:

- advancement in your military career
- preparing for a civilian career
- preparing for further education
- proficiency in the profession of your choice

Read this workbook and work the exercises on the following pages to find out how to take *maximum* advantage of your opportunities.

For active duty Service members tuition assistance is available. Tuition assistance pays approximately 75 percent of your tuition while you study for a degree. See your education counselor for more information on your Service's tuition assistance policy.

You can get college credit for your:

- military training
- civilian job training
- other learning experiences

You can get college credit by taking:

- tests
- correspondence courses
- TV classes or video tape courses
- classes

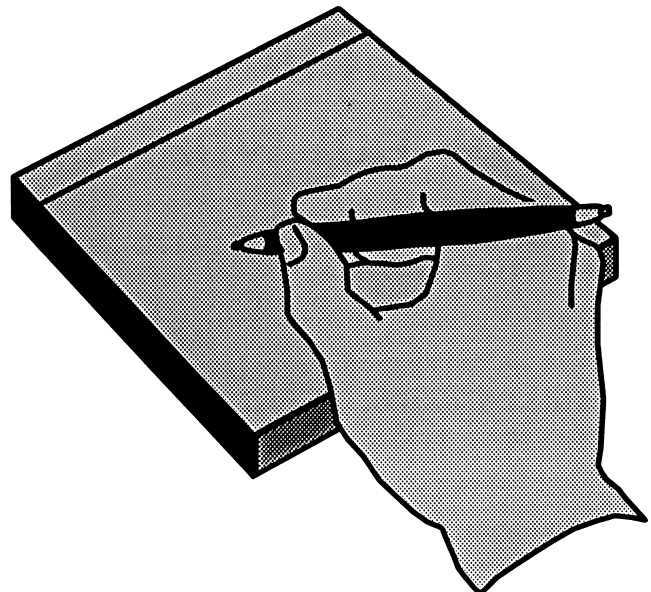
You can graduate from college while:

- in the Service
- stationed anywhere

and, many of these programs are provided at little or no cost to you.

First, you must know what you want. Your education counselor has special tools to help you understand your interests. These may include interest inventories, guidance tests, computerized guidance tests, and employment statistics and projections. You may want to take advantage of their help at this time, or continue with the following exercises, and then talk to your education counselor.

As you read through the following pages, fill in the blanks. There are no right or wrong answers, only **your** answers. There is no better time to start than now!



Questions

1. What are your hobbies? Do you like to work on cars, take photographs, perform in musical groups, go hiking, write computer programs?

2. What are your strengths? Are you good at mechanical repair, writing, mathematics, managing people?

3. What civilian jobs have you held and enjoyed? Were you a salesperson, a mechanic, a truck driver, a bank clerk?

4. List the military duties that are meaningful to you. Use phrases such as mechanical repair, accounting, electrical repair, supervision.

5. What do the answers to questions 1 - 4 have in common? Are they all mechanical, all involve computers, or management of people? List the similarities in the spaces below:

6. What do you want to achieve during the remainder of your Military Service? Are you interested in promotions, recognition, more training? This is your Service goal. Write statements such as: "I want to be a chief radar repairman, get promoted to E-5, be a certified medical technologist, become an officer, etc." It is OK to have more than one goal.

7. What do you want to do after you leave the Service? Use short sentences such as: I want to be an accountant, a computer repairman, a radio disk jockey, a math teacher, etc.

These questions are designed to make you think about, and question, your goals. They are not intended to replace guidance tests or interest inventories, which are available at your education center.

Goals

It may be helpful to go to your education center or library and look in the *Occupational Outlook Handbook* or a similar publication (or use one of the computerized counseling systems which your education center may have), to weigh the employment future for jobs that interest you.

If you have a clear idea of your goals, for both the Service and civilian life, continue this workbook. Otherwise visit your education counselor and ask to take a guidance test or interest inventory.

If you are interested in college study, your college learning may be able to further both your Service and your civilian career goal. The following questions are designed to help you think about your goals in a meaningful time frame. Depending upon how much longer you will be in the Service, you may be answering for your Service career goals, your civilian career goal, or both. Spend a few seconds thinking before you answer each question.

	<u>Yes</u>	<u>No</u>
Do you know what you want to be doing in 5 years?	<input type="checkbox"/>	<input type="checkbox"/>
Does your 5-year career goal require working toward a college degree?	<input type="checkbox"/>	<input type="checkbox"/>
Would you progress faster in your career goal if you worked toward a college degree?	<input type="checkbox"/>	<input type="checkbox"/>
Have you previously attended college?	<input type="checkbox"/>	<input type="checkbox"/>
Do you want to attend or continue college?	<input type="checkbox"/>	<input type="checkbox"/>
Are you going to attend or continue college?	<input type="checkbox"/>	<input type="checkbox"/>

If your answers to these questions indicate that you would benefit from college attendance, and want to attend college, continue with this workbook. If you are interested in college study but feel you are not ready, see your education counselor and prepare for future study. If you are not interested in college study, there are vocational and technical programs that can prepare you for a profitable future. If you have decided not to pursue a college education, see your education counselor about alternatives (perhaps vocational education) instead of completing this workbook.

For consideration:

- You should concentrate on education that will further your Service career if you have several years left in the Service.
- You should concentrate on education that will help you with your civilian career if you will be leaving the Service soon.
- The best plan may be to pursue education that will further both your Service and civilian careers. Be sure to discuss your plan with your education counselor.

If you have not previously taken college-level courses, you may want to take a few “general education” courses before continuing with this workbook. These are courses such as English, math, and history. Such courses are required for most degrees. Many colleges will accept these courses in transfer should you later decide to attend a different college.

If you have not already done so, it would be a good idea to talk to your education counselor before going further in the workbook.

College

If you have gotten this far in the workbook, you must be considering a future that includes college. As you plan your college study there are a number of things to consider. Your plans probably include getting a college degree. There are many different college degrees. They fall generally into 2-year associate degrees (A.A., A.S., etc.), 4-year bachelor's degrees (B.A., B.S., etc.), and advanced study or graduate degrees such as master's (M.A., M.S., etc.) and doctoral degrees (Ph.D., etc.).

A degree normally has a major and sometimes a minor. The major is your main area of study. A computer programmer has a major in computer science and would probably get a B.S. in Computer Science. An historian has a major in history and would probably get a B.A. in History. Majors may also have areas of specialization such as European history, English literature, elementary education, and cellular biology. A minor is an additional area of study that is generally less intense than your major, and requires fewer courses.

Your degree will consist of a specified number and mix of required courses, general degree requirements (required courses outside your major), and elective courses (individually selected courses). The required general education or non-major courses are normally Humanities (Arts, Philosophy, English, etc.), Social Sciences (History, Psychology, etc.), Mathematics (Algebra, Statistics, etc.), Natural Science (Biology, Chemistry, etc.), and a foreign language. Your elective courses are those that you choose from among courses offered by the school. Your choice may be guided by personal interest, or by the credits you have already earned. Courses are often strictly specified in your major.

Colleges divide courses into lower division (freshman and sophomore) and upper division (junior and senior). Generally speaking, lower division (or level) courses are easier to transfer from college to college.

Each college course will earn you a specific amount of credit. Credit is usually measured in semester hours (SHs). The typical course earns 3 or 4 SHs of credit. Some colleges measure credit in quarter hours (QHs). See the glossary on page 31 for definitions of SHs and QHs.

Degree requirements vary from college to college, from department to department within a college, and from degree to degree within a college department. For purposes of illustration, let's look at the requirements for a typical B.A. degree in Criminal Justice.

Courses, which are usually lower division courses, called the General Education Requirements are required for all degrees, including the B.A. in Criminal Justice. The B.A. in Criminal Justice might require 120 SHs of credit. The general education courses might be:

English/Humanities	15	SHs
Math/Science	12	SHs
Social Sciences	13	SHs
Foreign Language	8	SHs
	48	SHs

48 SHs of upper-division coursework might be required, of which 24 SHs may have to be courses in the major.

The major course requirements for a B.A. in Criminal Justice might be:

Criminal Justice System	3	SHs
Theory of Corrections	3	SHs
Judicial Process	3	SHs
Police and Society	3	SHs
Intro to Legal Systems	3	SHs
Major Electives	9	SHs
	24	SHs

Non-major upper division requirements, in addition to these, might be:

Social/Behavioral Science	12	SHs
Methods Courses	12	SHs
	24	SHs

College

This makes 48 SHs of general education requirements, 24 SHs of major requirements, and 24 SHs of non-major requirements. This totals 96 SHs of credit. If the college requires 120 SHs of credit for the degree, then 24 SHs of additional credit will be needed. To complete the degree, 24 SHs of elective credit are needed.

Summary

<u>Requirement</u>	<u>SHs</u>
General Education requirements	48
Required Courses in Major	24
Non-Major Requirements	24
Elective Courses	24
Total Semester Hours of Credit	120

The above would be the total number of credits needed for a Bachelor of Arts in a typical Criminal Justice degree program. This illustration used a bachelor's degree, but the same general principles apply for an associate degree.

You now have some understanding of your Service and civilian career goals, and know you want to pursue college study. You may be ready to make a decision about what you will study, your major. You may want to talk to your education counselor before making a final decision. Some education centers have computerized guidance systems to help you with this, or look at copies of the *Index to Majors*, the *College Handbook*, the *College Blue Books*, and the college catalogs (probably on microfiche). These will give you ideas about the various degree programs. Look for majors in your career field.

Take as long as needed to make the following decision. When you have decided, list below the major that interests you.

Next, you must decide where and how you will study, and where and how you will get your degree.

Do you want to get your degree from an "on-base" college or from another college or university?

Does your duty station have an on-base college program in your major?

☐ *Yes*
College Name _____

☐ *No*

If the answer is yes, consider participating in it.

Is there a college at a location near your duty station that offers your major?

☐ *Yes*
College Name _____

☐ *No*

If the answer is yes, consider participating in it. However, if you transfer prior to completion of the degree, you may have problems.

See your education counselor for assistance in this choice.

Air Force students need to be familiar with the requirements for the Community College of the Air Force's associate degree (See page 22).

If you will be transferring before the expected completion date for your degree, you should choose a college that will allow you to complete the degree at your new duty site. Ask about "contract for degree" availability with the college in which you are interested. A "contract for degree" should guarantee the acceptance of transfer credits from other colleges to complete your degree if you are transferred.

Your College

A sure and convenient way to guarantee minimal loss of credit is to choose a college that is a member of the Servicemembers Opportunity Colleges (SOC) network. (See page 21.) These schools, with both 2-year and 4-year programs, have agreed to conditions that minimize the loss of credit when you move. SOC member schools are listed in the *Servicemembers Opportunity Colleges Guide*, commonly called the *SOC Guide*, which is available at your education center.

You may also want to consider getting your degree from an institution that grants an "external degree." This is a degree from a college where you take few or no courses. These degrees use maximum credit from prior learning, military training, and credit-by-examination. They also have liberal policies on transferring credit from other colleges. Students enrolled at these institutions must fulfill the same requirements as students at other colleges—the difference is, the requirements are met in a nontraditional manner. Institutions that grant external degrees are listed in the *DANTES External Degree Catalog*, which is available at your education center. Talk to your education counselor before making a definite decision.

Once you have made choices, write your college selections on the following lines.

Obtain a copy of the catalog for the college(s) of your choice. Your education center or on-base school may be able to help you, or use the education center's microfiche catalog collection. You may also want to write to the school for a catalog of your own.

Following is a list of items to consider and talk about with your education counselor before making your choice:

- Does the college offer the degree you want?
- Does the college offer the courses you will need, when you will need them?
- Is the college regionally accredited? See the glossary for the difference between special and regional accrediting.
- Where is the college located?
- How does the tuition compare to other similar colleges? Is it affordable?
- What are the entrance requirements?
- Does the college give credit for military training and credit-by-examination?

Once you have answered these questions, you are ready to choose your college. Using the college catalog program descriptions, college location, and other information that is meaningful to you, choose the college that seems right for you.

In the space below list the name, address, and phone number of your chosen college and the degree program you are interested in:

College Name _____

Address _____

Phone Number _____

Degree Program _____

At this point you are almost ready to apply for admission to the college of your choice.

Admission

Many colleges and universities require an admission examination. Through your local education center, DANTES offers two admissions examinations free to Service members. They are:

- **ACT Assessment Program (ACT).**
The ACT tests English, Mathematics, Reading, and Science Reasoning.
- **Scholastic Assessment Test (SAT I).**
The SAT I tests verbal and mathematical reasoning.

Does your college choice require an admission examination? ☐ Yes ☐ No

Which examination is required? ☐ ACT ☐ SAT I
☐ Other _____

Call your education counselor for an appointment to take the examination, and ask about ways to prepare for the examination.

Date you will take the exam _____.

Some students apply for admission to more than one college to have a choice of which school they will attend. This may not be necessary. **Discuss this with your education counselor.**

Before applying for admission to a college, **talk to your education counselor** about tuition assistance, education loans and grants, and the various G.I. Bills. Write below a brief description of this discussion, and any action you must take:

Have you applied for admission?

☐ Yes ☐ No

Date you applied _____.

Have you been accepted?

☐ Yes ☐ No

Date you were accepted _____.

If you were not accepted, see your education counselor to discuss what you need to do to be accepted, or to apply to another school.

Is your college listed in the *SOC Guide* as a member of SOC?

☐ Yes* ☐ No *See Page 21.

Turn to the Curriculum Planning Sheet on page 31. At the top of the Curriculum Planning Sheet, fill in your name, your major, and the college or university from which you want to get your degree.

SOC students should use the *SOC Student Agreement for Contract for Degree* instead of the Curriculum Planning Sheet. The SOC "Contract" is explained on page 11.

Previous College

Students get the SOC Student Agreement in the following manner:

- The student goes to the education center and confers with a counselor.
- The counselor informs the student of the program options available.
- The counselor helps prepare an education plan with the student.
- The counselor refers the student to a SOC college representative.
- The student contacts the SOC college for admission, academic advisement, and registration.
- The SOC Student Agreement for Contract is prepared by the SOC college.
- The SOC college preparing the agreement becomes the students "HOME" college.
- The student fulfills the "HOME" college residency requirements.
- Once residency requirements are fulfilled, the degree completion may be completed — even if the student must move to another location.

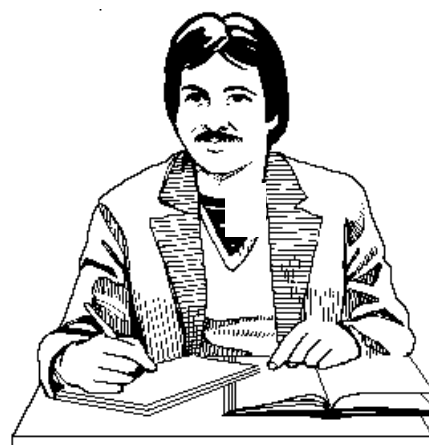
Using the college catalog (or the catalog on microfiche at your education center), fill in the course requirements for your major. Use a pencil so changes can be made if needed. List the credit requirements (SHs) for electives also, so that you end up with the total number of credits required. At this point identify electives by type (science,

foreign language, math, etc.) or by name and number, if you know name and number of the course you will take.

Now you can start listing the college credit you may already have earned.

If you have not previously attended college, turn to page 12 and continue. If you have previously attended college, list the colleges attended, when the classes were taken, the classes you took by name and number, and grade you received in the spaces on the Previous College Work Sheet on page 26, or place copies of your transcripts in front of page 26. Once you have a record of your previous classes, turn to the Curriculum Planning Sheet on page 32 and pencil in classes, wherever possible, to satisfy requirements for your degree. Use the remaining classes to satisfy as many electives as possible. It is possible that some classes cannot be used in your program if they will not fit in your major and other required courses, and you have too many courses for them to be used as electives, or they are inappropriate for electives.

Your college will need transcripts for all of your previous study at another school. You do not actually have the credits in your degree until your college has accepted the credits as transfer credits and placed the courses and credits on your transcript.



Military Training/ACE Guide

You can get college credit for your military training.

The American Council on Education publishes the *Guide to the Evaluation of Educational Experiences in the Armed Services*, commonly called the *ACE Guide*. The *ACE Guide* provides college credit recommendations for military learning experiences.

Following is an example of an Army course from the *ACE Guide*.

AR-1728-0029

Law Enforcement

Course Number: 830-95B20; 831-95C20.

Location: Military Police School, Fort

McClellan, AL; Military Police School,
Fort Gordon, GA.

Length: 7-14 weeks (222-494 hours).

Exhibit Dates: 7/73-1/88.

Objectives: To provide enlisted personnel with entry-level training to perform those duties involving law enforcement, traffic control and regulation, security, convoy escort, patrolling, crime prevention, rear area protection, and POW operations.

Instruction: Common law enforcement activities and skill development; military police enforcement activities and tactical operations, Army correctional administration and operations.

Credit Recommendation: In the lower-division baccalaureate/associate degree category, 3 semester hours in criminal justice (5/77).

Related Occupation Codes: 95B



For a B.A. program in Criminal Justice, a college could give 3 SHs of credit for AR-1728-0029, Law Enforcement, in place of a course such as "Crime/Criminal Justice Systems."

Let's look at a sampling of training for which you may receive college credit. Your training courses may look like some of the ones below:

Basic Military Training
Military Policeman
Radioman, Class A
Basic Broadcaster
Administrative Clerk
Communications Officer
Chief Radioman

You can also receive college credit for your Army MOS, Navy rate or rating, or Coast Guard rating. Credit is based upon your competency level. For example:

MOS

Number

Infantryman 11B-002 (L30)
Boatswain's Mate NER-BM-001 BM3

ACE Guide credit recommendations vary depending upon the level of the military course taken (or of the level of the MOS/Rating skill) and the college degree program requirement the course will be used to satisfy.

Courses must correspond to a specific degree requirement, or they must be able to satisfy an elective requirement to be used in a college degree program. Further, only a college or university can award college credit. The *ACE Guide* makes recommendations that most colleges and universities follow. Actual college credit is awarded by your college, following their policies and procedures.

Military Training/*ACE Guide*

To actually receive the recommended credit, you must have proof that you have completed the training (your training completion certificate, or certification from your personnel office). For some colleges you must then document the training on DD Form 295 and submit the form to your college for evaluation.

The Army has established the Army/American Council on Education Registry Transcript System (AARTS) program to document classes taken after October 1981.

Air Force credits are transcribed by the Community College of the Air Force (CCAF) for CCAF students.

Other colleges may use your training completion certificate in awarding credit.

If you are in doubt, ask your college counselor or admissions officer how you should document your military training. You may use a similar process to document civilian training for college credit. Your education counselor will help you with both of these processes.

If your training is listed by AARTS or if it is transcribed by CCAF, you should skip to the paragraph starting “**Look at . . .**” in the column at the right.

**Experience is not
what happens to you;
it is what you do with
what happens to you.**

Aldous Huxley

The *ACE Guide* is a multi-volume publication. Training, courses, MOSs, and Ratings are listed in service-specific volumes. To use the *ACE Guide*, select the proper volume (based upon who provided the training; Army, Navy, Air Force, Marine Corps, Coast Guard, DOD, etc.). Each volume is indexed by training or course title, keyword (maintenance, digital, fire, etc.), and course number.

Turn to the Military Training/*ACE Guide* worksheet on page 28 and fill in your military training, your MOS or Rating, and the other information asked for. Your personnel office can supply a list for your use.

Once you have listed your courses, go to the education office or the library, look up the courses in the *ACE Guide*, and fill in the credit information.

Look at your Curriculum Planning Sheet on page 32. Identify courses that are still needed and compare them to the credit identified from the *ACE Guide* on page 29 (or on your AARTS or CCAF documentation). Fill in the courses that seem to match (the titles may be somewhat different) and put in the SHs of credit. Ask for help from your education counselor if you are unsure. Be sure to make any changes on your Curriculum Planning Sheet that are made by your counselor or your college.



Credit-By-Exam

You can get college credit by taking a test.

Knowledge, such as a second language, travel, a hobby, volunteer work, and related training or education, may have prepared you to pass a college-level examination which can lead to the granting of college credit.

The DANTES Credit-by-Examination Program provides a variety of examinations through which you can earn college credit. Most of these examinations are free to Service members. They are administered at military education centers and Navy College offices.

DANTES publishes brochures describing all credit-by-examination programs available. These brochures are available from your education counselor.

Following are some things you should consider when deciding whether to take a test for college credit.

- Will the college you plan to attend allow you to satisfy the requirement by taking an exam? Check the college catalog for acceptance and the required passing score.
- Do you have the knowledge necessary to pass the exam? Is it related to work you perform, prior training, courses you have taken, or special interests of yours?

Credit-by-examination generally saves money, and accelerates your degree completion. They also prevent you from sitting through an unchallenging course in which nothing significantly new is learned.

Your education counselor can advise you on which exams to take, how to prepare for them, and practice tests available for each exam.

The most common examination programs through which you can get college credits are:

- **Excelsior College Examinations (ECE).** These are subject area examinations in arts and sciences, business, education, and nursing.
- **College Level Examination Program (CLEP).** These are divided into two groups. The CLEP Generals examine English composition, humanities, mathematics, natural sciences, social sciences, and history. The CLEP Subjects are examinations for achievement for specific college courses. They measure knowledge of basic concepts, principles, relationships, and applications involved in college courses with the corresponding title.
- **DANTES Subject Standardized Tests (DSSTs).** These are comparable to college course final examinations.
- Other more specific areas of examination for college credit are also available. These are subject specific, such as automotive or computer science.

The unexamined life is not worth living.
Socrates, in Plato's *Apology*, translated by Lane Cooper.

Credit-By-Exam

Look at the course requirements you listed on the Curriculum Planning Sheet on page 32. If you have unsatisfied requirements, you may be able to satisfy them through the credit-by-examination programs. List courses that you think could be satisfied by an exam in the spaces below and ask your education counselor about the possibility of taking a test to satisfy the course requirement. For example: English 101 - CLEP General. Ask your counselor for a copy of the *DANTES Examination Programs* brochure for exam descriptions.

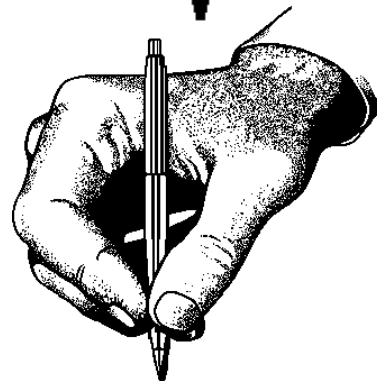
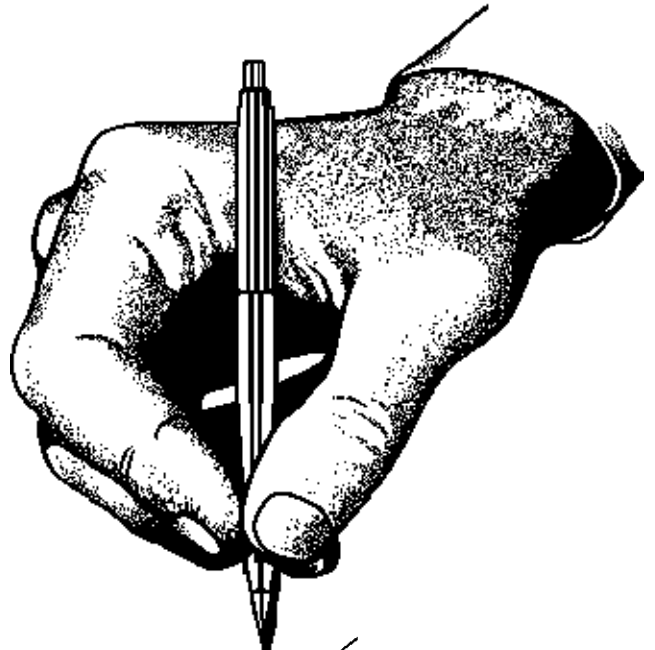
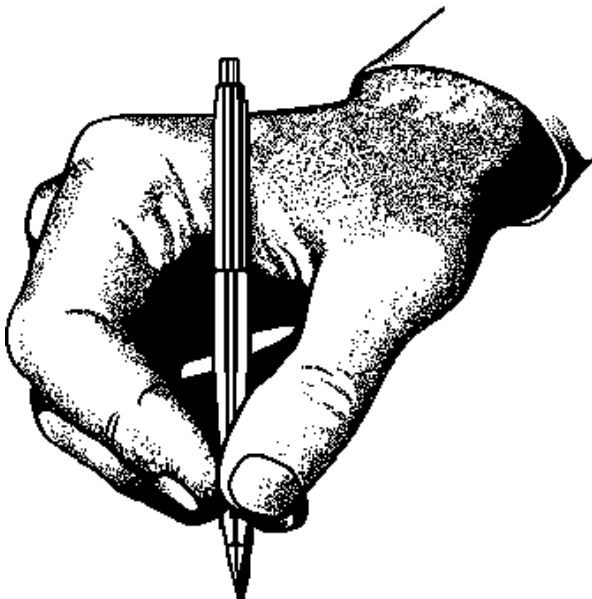
Required course

Credit-By-Exam

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

As you register for exams, and receive scores meriting credit, enter the information in the appropriate places on the Curriculum Planning Sheet on page 32. Remember that you do not actually receive the college credit until your college accepts the test and places the credit on your college transcript.

Each college sets its own policy concerning which examinations will be accepted and how much credit will be awarded, if any.



Distance Learning

What is distance learning and how can it help students?

Distance learning allows students to take high school, college, technical, or vocational courses from accredited American institutions of higher learning. One may take a single course or a complete degree program. Most programs require no physical attendance at the school's campus. You can learn at a distance using delivery methods that involve different combinations of text reading, correspondence study, videos, computer conferencing, or satellite/cable delivered classes.

What is an External Degree?

What is an "external degree?" The term indicates that a high percentage of the learning required for a degree can be completed outside the central campus. External degree programs vary considerably. Some require no time on campus, while others involve regular visits or special summer seminars. Classes may be taught through direct forms of instruction or through assessment of prior learning.

How do I know if I "need" a distance learning course?

"On-site" or nearby college or university courses are usually best for most students. If desired courses or degrees are not available or can't be taken because of work schedule conflicts, a DANTES-affiliated distance learning school might offer a good option. Consider a distance learning course to meet prerequisites, accelerate degree completion, complete courses not offered in the classroom, when TDY or duty prevent class attendance, for personal enrichment and satisfaction, or to prepare for second career.

Where do I begin?

Start by talking with a counselor and examining one of the following three catalogs:

1. *DANTES Independent Study Catalog*. This catalog lists individual courses offered by regionally accredited, DANTES-approved colleges and universities throughout the United States.

2. *DANTES External Degree Catalog*. This catalog lists entire certificate or degree programs available at a distance from regionally accredited, DANTES-approved colleges and universities.

3. The *DANTES Catalog of Nationally Accredited Distance Learning Programs*. This catalog lists courses and degrees available from DETC-accredited schools. Many of the courses in this catalog are technical or vocational in nature.

You may receive tuition assistance for distance learning only if the school is listed in one of these catalogs and you successfully complete the course.

How do I enroll?

After talking with your counselor, obtain a copy of the school's distance learning or external degree catalog. Study it to insure you select the proper courses or program. Complete a DANTES Distance Learning Enrollment Form for Service Members (DANTES 1562/31) with your counselor's assistance. Submit it to with school with any other required enrollment forms.

How much tuition assistance will I receive?

Each Service has its own policy. In general, subject to specified dollar limits and availability of funding, you will be **reimbursed** up to 75 percent of the tuition costs. No lab, special, or textbook fees are reimbursed.

What are some personal characteristics that may influence my success?

There is a long list. It includes academic and emotional maturity, job and family responsibilities, one's goals, ability to work alone, self-starting capability, self-understanding, persistence, patience, self-confidence, reading and writing ability, contacts who can help with content problems, and one's academic support system (at home and at work).

Distance Learning

How to Select and Complete a Distance Learning Course

1. Enroll for a definite reason, one you can verbalize and outline on paper. Define solid goals: degree or knowledge needs, not for frivolous purposes. Will the course or courses help advance your military career?
2. Obtain a clear, complete description of the course. Call the school; obtain catalog. Know exactly how your course fits into your degree plan. Select your course based on legitimate needs.
3. Ensure your school will accept the course you are taking, and the course will satisfy a definite degree requirement. Give your home school a copy of the description. Will course fit where you need it?
4. Consider enrolling with a friend. Study with a partner. Distance Learning students need a support group.
5. Devise a reasonable study plan. Remember, in a resident class, a teacher dictates your study schedule. Get the plan on paper.
6. “Attend” your class at least three times per week.
7. Check your plan against the course outline and study guide provided by the school. Ensure they both look realistic when compared to your work schedule, family, and other obligations.
8. Include milestones in your plan to be reached at the time you specify. Be reasonable. Set aside some time to reward yourself when those milestones are passed, not before!
9. Students who start early are most likely to complete the course successfully. Don’t delay starting. Begin as soon as you receive your first lesson.
10. Tell someone you respect about your course and talk with them occasionally about your course. There is a difference between involvement and commitment
11. Include check points in your plan. Check your progress periodically. Be honest and serious.
12. Study in the same place for each study session. Choose an appropriate site. Apply yourself and break when needed.
13. There are many sources of help even if you are the only one in the class. The school is the most logical place to ask for help. Consider your school advisor, education counselor, on-base instructors, subject matter experts, or friends.

Checklist for Selecting an External Degree Program

1. What’s in a name? Consider your life goal? Is this your final degree or are you after a later “big-name” school. Consider your strengths and skills.
2. What is the total cost - tuition, maintenance fees? Consider all yearly fees. Strike when close to target degree. Some “collection type” schools have more fees.
3. Does school accept ACE credit, prior learning, CLEP, DSSTs, ECE? Is there an age limit on tests, limit on kind or amount of test credit?
4. How is previous credit transferred? Are there fees for transfer, age limit, or unique rules for lower or upper level credit transfer?
5. Is school a SOC or SOC network member? May offer other ways classes can be taken.

Distance Learning

6. What is mode of delivery? Pencil and paper, video, audio, computer conferencing - do you have needed equipment?

7. Your motivation for degree? Stay in military or meet later civilian job requirements?

8. Will “any school” suffice or is “name” important? If BS/MS is goal, what percent of the graduates go on to higher degrees, and to which schools?

9. Is the degree completely external or is there on-campus requirement? How many credits must you earn with the school? If there is an on-campus requirement? Do your family and job provide enough time?

10. Does the school’s accreditation meet your

needs? Will credit transfer where you need it later?

11. When do you need it? How long will it take you? Remember, this is not easier than going to class with your friends. It’s harder! Are your family and job supportive?

12. Do you need a VA-approved program? VA pays only 55 percent vice 75 percent for non-degree correspondence courses. However, VA pays 1/4 or 1/2 VA rate for degree courses. Will this exceed your Service’s dollar or credit TA CAP? Is school in a DANTES catalog, if you want TA?

13. What student services are provided? Toll free number, fax, e-mail, quick turn around on assignments and provision of transcripts, single source for books, etc.

Checklist for Selecting an External Degree Plan

1. Determine your degree goal. Don’t start with random courses unless you know they’ll count.

2. Order the catalog from the school you selected. Study the degree requirements.

3. Apply for an evaluation of all credits earned. *ACE Guide*, CCAF, distance learning courses, credits from all classes attended and all other transcribed credits. Ensure you meet all entrance requirements.

4. Have the institution do a degree plan. Before you embark on a multi-year journey, make the school commit itself.

5. Identify remaining requirements after the evaluation is complete. The school’s list of required courses will allow you to plan alternatives and commit yourself for the long term.

6. If an undergraduate school, identify possible

related exams that will transfer into the degree program (CLEP, DSST, etc.). CLEP, DSSTs, ECE, ASE, or other exams from the *DANTES Independent Study Catalog*.

7. Assess your potential for passing exams. Do you have prior experience with tests or strength in certain subject areas?

8. Identify independent study courses to replace “difficult to get” courses. If BS/MS is goal, what percent of the graduates go on to higher degrees, and to which schools?

9. Put it all on a plan. Send a copy of your plan to the institution for approval. Always obtain the school’s commitment. Keep records of all work, discussions, and agreements.

10. Complete each course successfully. Follow the steps listed on the previous page.

Taking Classes

Your Curriculum Planning Sheet is now ready to use to plan the classroom study you will need. Compare the remaining unsatisfied classes on the Curriculum Planning Sheet to the classes that your on-base college(s) will be offering. A schedule for the next semester is available at the education center or from the on-base school.

If your on-base college will not be offering a needed class, check the schedules of nearby colleges and college extensions. You may be able to fulfill the requirement by taking the class there. Your education counselor can help you.

Write in the dates and locations for each class. Be sure that your college will accept the courses in transfer if you take them away from your home college.

If none of these means will allow you to satisfy a requirement, do the following:

- Ask your college to waive the requirement.
- Ask your college to let you take a substitute course that is being offered.
- Ask your college to let you do an independent study project in place of the class.
- Ask your college if you can study for the class and challenge the final exam without taking the class.
- Take an independent study course to fulfill the requirement.

It's not always possible for Service members to attend college classes. Work schedules, remote duty stations, and unavailability of courses are reasons why you may need to use the DANTES Distance Learning Program.

Independent study courses are delivered by correspondence, computer, video tape, audio tape, and television.

The *DANTES Independent Study Catalog (DISC)* allows you to select from thousands of courses offered by institutions nationwide. The *DISC* is available at your education center or Navy College office.

Independent study isn't for everyone. It requires self-discipline. There is no regular interaction with an instructor. You must be able to work on your own initiative, although you may be able to form a study group with others enrolled in the same independent study course.

If requirements cannot be met otherwise and you need to take an independent study course, identify the courses in the spaces below:

Course Requirement at your School	Independent Study School/ Course #
_____	_____
_____	_____
_____	_____

Talk to your education counselor before registering for independent study courses. Your college may have requirements or restrictions applying to independent study, and you will need authorization for tuition assistance before registering.

Once you have registered for an independent study course, enter it on the Curriculum Planning Sheet on page 32. You will not receive credit until you complete the course and it has been accepted as transfer credit on your school transcript. If you took the independent study course with your HOME college, it will automatically be transcribed.

Other Sources of College Credit

There are several other sources from which you may be able to acquire college credit, or an exemption from a credit requirement. **Some of the most common** are listed below:

- Portfolio assessment of prior learning
- Permission to take a higher level course
- Certification in a profession

Each of these are fairly unusual and should be discussed with your education counselor and college. If you do satisfy a requirement by one of these means, be sure to note it on the Curriculum Planning Sheet on page 32.

**Intelligence is quick-
ness in seeing things
as they are.**

**George Santayana,
Little Essays, 1920.**



The Blueprint to Your Degree

You now have a blueprint for getting your college degree. By now you should know:

- your military goal
- your civilian goal
- what degree or degrees you will seek
- what college or colleges you will attend
- the college credit you already have
- the college credit you still need
- how you will get the remaining credit

And you should have:

- had several conversations with your education counselor
- acceptance of your plan by your college
- made some of the most important decisions of your life

SOC Colleges

If you are enrolled in a Servicemembers Opportunity Colleges (SOC) degree*, use the *SOC Student Agreement Contract for Degree* to plan the degree requirements instead of the Curriculum Planning Sheet. Be sure your agreement is approved by your SOC college. See page 11.

If you are enrolled in a 2-year SOC degree, and you are planning to pursue a goal beyond that degree at a college that is **not** a SOC member, you should use the Curriculum Planning Sheet in addition to the *SOC Student Agreement Contract for Degree*.

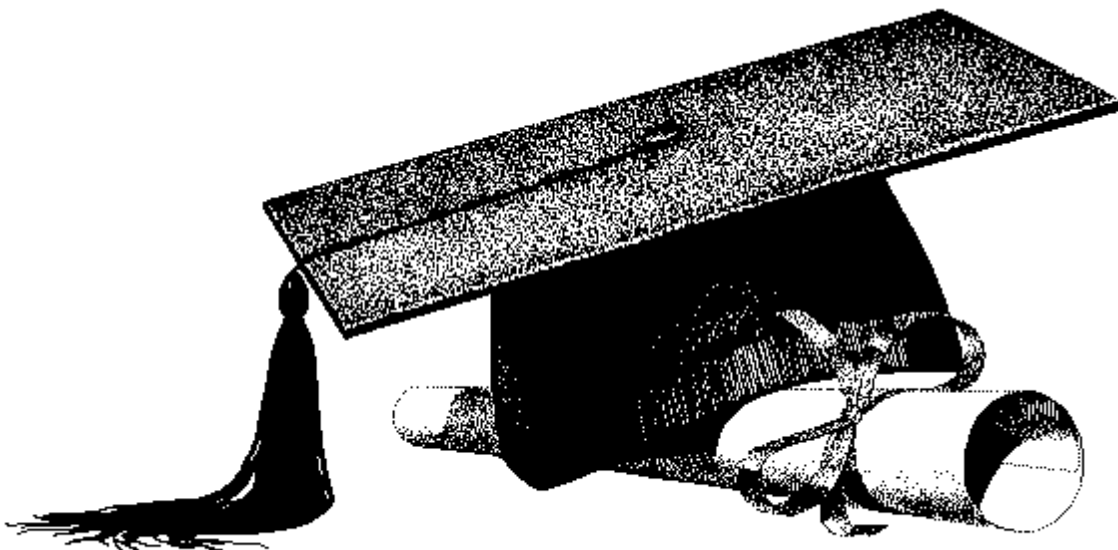
If you have questions about SOC, see your education counselor, or look in the *SOC Guide* and *SOC Handbook*, which are available at your education center.

*The SOC degrees are those degrees issued under agreement with the SOC colleges. Specific degree programs have been established as the SOC Army Degrees. They are the SOC associate degrees (SOCAD-2) and SOC bachelor's degrees (SOCAD-4). The Navy also has established SOC Navy degrees. They are the SOC Navy associate degrees (SOCNAV-2), and SOC Navy

bachelor's degrees (SOCNAV-4). The Marine Corps also has established SOC Marine Corps degrees. They are the SOC Marine Corps associate degrees (SOCMAR-2) and SOC Marine Corps bachelor's degrees (SOCMAR-4). SOC colleges are available to all Service members.

**It's the job that's
never started as takes
longest to finish.**

J.R.R. Tolkien
The Fellowship of the Ring, 1954.



CCAF Degree

If you are a member of the Air Force, you should consult with your Air Force education guidance counselor and complete the degree requirements for the Community College of the Air Force (CCAF). This should be one of your primary goals. Additionally, you may be pursuing a goal beyond the CCAF degree. If that is so, you

should continue with this workbook. You should use a copy of the Curriculum Planning Sheet for your CCAF degree, and another one for your other degree. When you seek more than one degree from different colleges, be sure to coordinate with both colleges.

Second Degree

If you are planning to pursue more than one degree (associate and bachelor's, etc.) or more than one major (Foreign Relations and Journalism, etc.), you should copy the Curriculum Planning

Sheet and fill one out for each degree or major you are planning to pursue. When you seek more than one degree from different colleges, be sure to coordinate with both colleges.



The person who makes a success of living is the one who sees his goal steadily and aims for it unswervingly. That is dedication.

Cecil B. De Mille, *Sunshine and Shadow*, 1955.

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Previous College Worksheet

Instead of writing in the courses you have taken, you may want to place a copy of your transcript here.

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

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Date taken: _____ Grade received: _____
Where taken: _____

Transfer of credit from one college to another is subject to approval by the accepting college.

Previous College Worksheet

Instead of writing in the courses you have taken, you may want to place a copy of your transcript here.

Class: _____
Date taken: _____ Grade received: _____
Where taken: _____

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Date taken: _____ Grade received: _____
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Transfer of credit from one college to another is subject to approval by the accepting college.

If you need more space, use a separate sheet of paper, or a copy of this page.

Military Training/ACE Guide Worksheet

Use an additional sheet of paper, or copy of this page, if you need more space. **See page 30.**

Follow the directions on page 13 in filling out this form.

1. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

2. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

3. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

4. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

5. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

6. MOS/Rating: _____
Number: _____ **Year completed** ____
Where trained _____
Date of Ace Guide _____ **Page No.** ____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

Military Training/ACE Guide Worksheet

Use an additional sheet of paper, or copy of this page, if you need more space. See page 30.

Follow the directions on page 13 in filling out this form.

7. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

8. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

9. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

10. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

11. Training: _____ **Number:** _____
Year completed ____ **Where trained** _____
Date of Ace Guide _____ **Page No.** _____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

12. MOS/Rating: _____
Number: _____ **Year completed** ____
Where trained _____
Date of Ace Guide _____ **Page No.** ____

ACE Guide Recommendations:

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

SHs ____ College Course: _____

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Glossary

Accreditation

Institutional Accreditation: Granted by regional and national accrediting commissions of schools and colleges. These commissions and associations accredit the total college. The accreditation is granted following an official review to ensure the college has met prescribed standards.

Special Accreditation: Granted to specialized professional or occupational schools and programs by national professional organizations in fields such as business, dentistry, engineering, and law. Specialized accreditation in a particular discipline does not mean accreditation in another discipline.

Questionable Accreditation: A few “Accrediting Associations” and some “schools and colleges” are less than savory. Ask your education counselor about the accreditation of the college in which you intend to enroll.

Admission

Being accepted as a student by a college

Associate Degree (AA, AS, etc.)

A 2-year college degree

Arts

Nonscientific branch of learning, liberal arts

Bachelor's Degree (BA, BS, etc.)

A 4-year college degree

College

A school that grants a bachelor's degree and below (sometimes used interchangeably with university, and as a school within a university)

Community College

A Junior College serving a specific area

Core Curriculum

Courses required of all enrolled students in a program, department, or college

Degree (AA, BS, MLS, Ph.D., etc.)

Academic title given by a college or university

Doctorate (Ph.D., Ed.D., etc.)

The terminal professional degree

Elective Courses

Non-major courses selected by the student

Freshman

An undergraduate student in the first year of study

General Education Classes

Courses required of all students enrolled at a college

Grade Point Average (GPA, numerical average)

Student's average grade at a college

Graduate Degree (MA, Ph.D., etc.)

Advanced study degree

Home College

The SOC college holding the student "contract" or other primary college in which student is enrolled

Humanities (philosophy, literature, art, etc.)

The study of human culture

Interest Inventory

Procedure designed to help student make decisions

Junior

An undergraduate student in the third year of study

Junior College

A school that grants an associate degree (and sometimes other programs such as vocational training)

Laboratory Classes

Classes with controlled practice, observation, or testing

Major (Business, Law, Science, Education, etc.)

Principal field of academic specialization

Master's Degree (MA, MS, MBA, etc.)

A degree above the bachelor's level, but below a doctor's degree

Minor (Business, Spanish, Mathematics, etc.)

Secondary area of academic specialization

Prerequisite Courses

Preparatory courses that must be completed prior to registration in an advanced course

Private College or University

A school not affiliated with a government entity

Public College or University

A city, county, state, or federally supported school

Quarter Hour

Equals 1 hour of class per week for 12 weeks

Residency

Required on-campus class enrollment period

Science

Methodological study, learning by experience

Semester Hour

Equals 1 hour of class per week for 15 to 18 weeks

Senior

An undergraduate student in the final year of study

Training

Non-college vocational or technical instruction

Transfer Credit

Credit earned and accepted from another college

Transcript

A record of grades earned or accepted at a college

Tuition

Fees for instruction at a college or university

Undergraduate degree (BA, BS, etc.)

Traditional college degree (usually 4 years of study)

University

A school awarding graduate degrees and below

Add your own words, questions, and notes in the space below:

Curriculum Planning Sheet/1

[illegible]

Total Semester Hours Completed _____ Expected Graduation Date _____ Actual Graduation Date _____

Curriculum Planning Sheet/2

[illegible]

Total Semester Hours Completed _____ Expected Graduation Date _____ Actual Graduation Date _____

SAMPLE Curriculum Planning Sheet/1

[illegible]

SAMPLE Curriculum Planning Sheet/2

[illegible]

Help!

To help us improve this workbook would you answer the following questions:

1. Was the workbook helpful to you?

- ☐ Yes
- ☐ Somewhat
- ☐ No

2. Was the workbook:

- ☐ Too easy
- ☐ OK
- ☐ Too difficult

3. Did you use the workbook to plan your college program?

- ☐ Yes
- ☐ Partially
- ☐ No

4. Will you recommend the workbook to others?

- ☐ Yes
- ☐ No

In the space below make any comments that you think would be helpful in future editions of the workbook (Use the back of this page if more space is needed.):

Once you have filled out this page, mail it to:

**DANTES
CODE 10J
6490 SAUFLEY FIELD ROAD
PENSACOLA FL 32509-5243**

Thank you for your assistance. We hope the workbook was helpful to you.

A note to students

This workbook is intended:

- for the Service member who is seriously interested in college study.
- to be used in conjunction with an education counselor.

A note to counselors

This workbook is intended for use:

- by individual Service members, with assistance from education counselors.
- by education counselors, when leading a group counseling session.
- by group “self-help” sessions without a counselor, but with each Service member seeing a counselor as needed.
- by Service members preparing for transition from the Service, with the aid of an education counselor.

Transparency masters are available to counselors for group counseling sessions. Order on the standard DANTES Material Request Form; use DANTES stock number 3121.

Publications

The following publications are provided to education centers at no cost by DANTES. Ask your education counselor for copies of the publications that would be helpful to you.

Financial Aid From the U.S. Department of Education

An overview of federal educational aid programs for education

Organizing a Study Group

Success strategies for studying in organized groups

Preparing For Tests

How to study and prepare for a test

Summary of Educational Benefits Under the Montgomery GI-Bill

Who is eligible for and how to use the Montgomery GI-Bill

Where Credit Is Due

Educational credit for military training explained

You can earn A College Degree while in the Army

The Army SOC program explained

College Degrees Without Classrooms

The SOC program explained

Give Yourself Some Credit!

Educational credit for military training explained

SOC—Servicemembers Opportunity Colleges

The SOC program explained

DANTES Examination Programs

Lists exams that are given free of charge to Service members

GED—The Key To Your Future

An explanation of the GED program

Be A Certified Professional

An explanation of the various certification programs

CLEP Brochure

Explains the CLEP examination program

Guidance Tests Available from DANTES

Explains the various guidance tests available to Service members

Practice Tests—Available for most sponsored Tests

Trial tests to determine your readiness

Tips on Taking Tests (Essay)

Help in preparing for and taking an essay test

Need a Lift

Information on educational opportunities, loans, and scholarships

